

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>		1. Position No. EPGS21037		2. Incumbency Allocation Only? May Not be IAed <input checked="" type="checkbox"/>	
3. Reason for Submission <u>Other</u>		4. Employing Office Location <u>Washington, D.C.</u>		5. Duty Station <u>Washington, D.C.</u>	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <u>Exempt - Administrative</u> <input checked="" type="checkbox"/>		8. Financial Statements Required <u>OGE-278 Required</u> <input checked="" type="checkbox"/>	
		10. Position Status <u>Excepted (Specify in Remarks)</u> <input checked="" type="checkbox"/>		11. Supervisory Status Code <u>8 - All Other Positions</u> <input checked="" type="checkbox"/>	
		12. Competitive Level Code		13. Competitive Area	
		15. Extramural %		16. Functional Class Code <u>N/A</u>	
		18. Position Sensitivity <u>Non-Sensitive</u> <input checked="" type="checkbox"/>		19. Security Clearance <u>0 - Not Required</u> <input checked="" type="checkbox"/>	
		21. Emergency Essential		22. Developmental Position <u>No</u> <input checked="" type="checkbox"/>	
				9. Cybersecurity Code a. <u>000</u> b. _____ c. _____	
				14. Drug Testing <u>No</u> <input checked="" type="checkbox"/>	
				17. Medical Monitoring	
				20. Position Risk <u>High</u> <input checked="" type="checkbox"/>	
				23. Full Performance Level <u>GS-14</u>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		<u>Writer-Editor (Speechwriter)</u>		<u>GS</u>	<u>1082</u>
					<u>14</u>
25. Organizational Title of Position (if different from official title) <u>Speechwriter</u>			26. Name of Employee (if vacant, state such) <u>Maria Theodora Michalos</u>		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code		1st Tier Org Description <u>U.S. Environmental Protection Agency</u>			
b. 2nd Tier Org Code <u>A0000000</u>		2nd Tier Org Description <u>Office of the Administrator</u>			
c. 3rd Tier Org Code <u>A0G00000</u>		3rd Tier Org Description <u>Office of Public Affairs</u>			
d. 4th Tier Org Code		4th Tier Org Description			
e. 5th Tier Org Code		5th Tier Org Description			
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Dan G. Utech, Chief of Staff</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>Jane T. Nishida, Acting Administrator</u>		
Signature <u>Dan Utech</u>		Date <u>1/29/21</u>		Signature <u>Dan Utech</u> for Jane Nishida	
				Date <u>1/29/21</u>	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>Barbara Dangler, HR Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position <u>PCF for Writing and Editing Series, GS-1082, TS-115, 5/92, 12/18; PCS for Public Affairs, GS-1035, TS-53, 7/81</u>		
Signature <u>Barbara E. Dangle</u>		Date <u>1/29/21</u>			
31. Remarks Executive Resources position: Schedule C. Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

21 0362407

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Writer-Editor (Speechwriter)

GS-1082-14

Introduction

The position is located in the Immediate Office of the Office of Public Affairs (OPA), in the Office of the Administrator. The position prepares speeches for the Administrator and advises him/her and the Associate Administrator (AA) for Public Affairs on the best methods of communication based on the information being shared.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Associate Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Associate Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Associate Administrator in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. The incumbent serves as the Speechwriter for the Administrator. In this capacity, the incumbent works with appropriate senior officials to plan and develop speeches and implement communication strategies to address issues affecting the Agency and matters of special interest to the Administrator. When developing written materials such as speeches and articles for public statements, utilizes appropriate content, style, grammar, and layout to ensure consistency and high-quality products. Prepares talking points and speeches for the Administrator on a wide variety of topics for diverse audiences. The Speechwriter identifies possible points of miscommunication or reasons for public misunderstanding of Agency programs and policies. Develops and recommends alternative communication strategies to enable the Agency to establish and maintain mutual understanding with the general public or other specialized publics. This includes developing new methods, strategies and communication plans covering the complete spectrum of the Agency's programs. The Speechwriter analyses varied and conflicting reactions from the public and recommends alternative methods for the formulation and articulation of Agency policy and how to most effectively communicate information about Agency programs. In addition to the Administrator, the position also prepares speeches for the Deputy Administrator and senior management.
2. Edits and writes other material, including Congressional testimony on the Agency position on matters before Congress, and correspondence to the White House and members of Congress. All written material is unique as to the issues presented and the manner of presentation and represents an original effort in terms of the problems discussed and

corrective actions proposed. In view of the diverse target audience for written material, and the complex subject matter and abstract concepts and ideas expressed, all such material must be presented in clear and unambiguous terms to reduce the possibility of unfavorable command reaction, media attention, and public reaction. In addition to writing documents with correct grammar, punctuation, style, and format, the incumbent evaluates the document in terms of purpose, audience, scope, content, organization, and logic.

3. Advises the Administrator on Agency communication strategies, the success of which affect the successful achievement of major Agency programs. Provides a critical review of specific program action items such as regulations, reports, evaluations, and analyses that are prepared by Agency offices and ensures that the Administrator is advised on the relevant communication aspects of media relations. Recommendations are informed by their evaluation of the appropriateness of existing strategies and plans in relation to changes in program emphasis or content, including statutory or technological changes and shifts in public reaction to Agency programs. Provides strategic policy advice and guidance to the Administrator on areas such as crisis communications management strategy.
4. When writing speeches, documents and presentations, the incumbent must consider many advanced writing principles including:
 - a. Examining the content of documents for clarity and length and organizing the material structurally in terms of the order of sentences, paragraphs, sections, and findings to improve presentation.
 - b. Ensuring correct grammar, punctuation, style, and formatting are used.
 - c. Evaluating the document in terms of purpose, audience, scope, content, organization, and logic.
 - d. Ensuring that all products have high editorial quality, consistency, and compliance with established style, format, content guidance, accuracy, readability, and appropriateness.
 - e. Assessing whether technical matters can be clearly understood and determines whether findings support the recommendations and the overall conclusions of the document.
 - f. Assuring information presented is complete, accurate, and up to date.
 - g. Determining whether tabular or graphic material is needed, and how the material can be clearly presented. Ensures that the narrative, any tabular material, and appendices are mutually supporting. Develops designs, tables, figures, or charts to depict material data when judged necessary to support conclusions. Maintains broad knowledge of graphics and ensures proper presentation of graphics in reports based on the psychology of effective visual communication.
 - h. Ensuring consistency of mechanics and expression, logical organization and development, and general readability. Ensures that statements are complete, clear, and logical; that technical terminology is uniform; that syntax and expression are consistent; and, that paragraph organization is logical and conveys the desired emphasis. Ensures that documents conform to government printing and publishing standards.

- i. Ensuring documents are suitable in terms of coverage, balance, method of expression, and presentation, and adheres to document objectives. This requires a methodical analysis of content, organization, and the presentation of draft and final documents.
 - j. When working on a series of interrelated documents, uses knowledge of programs to ensure consistent treatment of issues. Coordinates proposed changes in approach, emphasis.
 - k. Works to achieve a substantial degree of balance in addressing the views of the Administrator while addressing the often-differing viewpoints among the audience.
5. Maintains an awareness of current press announcements and the Administrator's public messages and speeches. Demonstrates knowledge of and incorporates the Agency media programs, understanding the Agency's glossary of environmental terms, and the Agency's Strategic Plan when creating written materials and briefings for a diverse audience with multiple objectives. Presents information using the full array of written and oral presentation formats and techniques on a wide variety of subjects. Makes recommendations for the best communication strategies based on analysis of varied and conflicting reactions from the public to Agency programs. Develops subject matter products and documentations. Solicits and incorporates comments of public involvement information materials, as well as the philosophy, goals, and objectives of the Agency managers. Develops new ways to gather input from diverse audiences, often with conflicting views and interests. Develops and initiates a variety of approaches and strategies to communicate the Agency's objectives to groups opposed or indifferent to Agency programs. Finalizes products, publicizes as appropriate, and works with others to implement follow up plans as necessary.
6. Serves as a technical authority and performs editorial reviews on sensitive written material and products developed throughout the organization. The incumbent ensures that all written material for the Administrator is of high editorial quality, consistency, and compliance with established style, formats, and content to ensure that products adhere to government style and format requirements. The target audience for material consists of the Administrator, members of Congress, the White House and other leaders at the highest levels of Federal, State, and local agencies, as well as tribal governments, private industry, universities and non-profits. Under the Freedom of Information Act, this material may be released to Congress, print and broadcast media, and the public.
7. Researches, writes, and edits a variety of materials, including articles, speeches, and other products on the organization, mission, operations, history, objectives, interests, viewpoints, and needs of the organization for the Administrator. Analyzes and selects pertinent information. Gathers, develops, and checks the accuracy of information from a wide range of sources. Determines the most logical and effective use of information. Determines overall length and tone, based on the objectives and the audience. Prepares assignments based on input from subject matter experts, often culling information from a number of sources. Determines the overall organization of the presentation, and edits information for clarity and accuracy. As necessary, the Speechwriter performs additional research and rewrites

submissions to organize, balance, and apply a consistent sense of style, grammar, and flow to the finished product. Conducts presentations, writes speeches tailored to audiences, communicates orally, and may be required to speak publicly.

8. Uses technical expertise to perform special projects and assignments including preparing Congressional testimony, written products, and information papers on a wide variety of issues, with audiences at the highest levels of EPA leadership. These projects have many different purposes, and generally are in response to high-priority requests from the Administrator or Congress and require extremely quick turnaround time. The work requires a high level of expertise to ensure that complex, potentially controversial, and politically sensitive issues are appropriately articulated because the final products constitute authoritative statements by the Administrator.
9. Because of the potential impact of the work, and the extremely high level of audience, occasions often arise when the incumbent must revise presentation guidelines or procedures without the benefit of precedence to ensure the timely issue of special reports. Independently arranges work priorities and routines and defines the extent of work required during the edit process. Reports deal with technical and complex issues and may cover topics from a position frequently perceived by the audience to be controversial. Adjusts document tone and style so that it is suitable for the audience: decision makers at the highest levels of government, Congress, and the White House. Complicated matters are presented, so care must be taken to ensure complete and cogent presentation of the subject. Incumbent maintains broad knowledge of Agency material to ensure that documents thoroughly and consistently reflect the Administrator's and Administrator's policies and views. Reviews documents to ensure that they comply with established policies and procedures. Identifies and corrects incomplete or overly detailed areas and determines need for and rewrites material clearly and convincingly, to solicit agreement and to minimize adverse reactions of the reader. Ensures that all command comments on documents are addressed and portrayed according to Agency policy. Discusses documents with the Administrator and senior management to provide guidance on format and style during drafting stages. In addition, incumbent provides guidance on presentation, consistency, and tone.
10. Represents the Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator. Stimulates interest, elicits support, and works out agreements at all these levels, and advises the Administrator on how to communicate the Agency's agenda while weighing the political sensitivity and diverse interests of the various stakeholders. Establishes and maintains effective working relationships in achieving understanding with groups indifferent to or having opposing points of view to EPA programs and policies.

11. The incumbent also assists staff in preparing clear, accurate, and concisely written documents representing major management issues for the Administrator's consideration.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position

Level 1-8; 1550 pts.

Expert knowledge to interpret and explain a variety of subjects, and to write and edit materials tailored to specified media and audiences. When presenting potentially controversial information, the writer decides whether to seek agreement among high-level officials.

Extensive knowledge on advising and preparing high level officials to deliver speeches, presentations, or Congressional testimony to a broad range of media and audiences.

Broad knowledge of publishing concepts, practices, standards, and technologies for the media used.

Ability to review proposed articles for instructional value and potential interest and make initial decisions on what to accept or reject.

Ability to edit articles accepted for publication, often to include substantial rewriting.

Expert knowledge of the finer techniques and nuances of writing and editing. The incumbent must possess a high level of expertise in writing, editing, research techniques and methods to develop and prepare authoritative data on the programs, policies and functions for the Administrator, Deputy Administrator and senior management officials.

Mastery of program and organizational analysis principles, methods, practices, techniques, and analytical methods. Knowledge and skills to advise staff inside and outside the Agency, as well as senior leadership and decision-makers on how to communicate the resolution of complex, cross-cutting issues.

Comprehensive knowledge of laws, regulations, policy, and issues; the Agency's mission, program responsibilities and the current status of decisions and policies; sequence of timing of key program events and milestones; and specialized terminology sufficient to write speeches and other documents addressing complex concepts and subjects; and discuss and explain controversial aspects of policy and audience reaction with the Administrator and senior management.

In-depth knowledge of relationships with Congressional members, other governmental and non-governmental entities and public and private institutions; ability to target data for historical research related to Agency operations and relationships with outside parties; and analyze data collected.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non-technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the Administrator and the Agency.

Factor 2 - Supervisory Controls

Level 2-5; 650 pts.

Reports to the Associate Administrator for Public Affairs. Employee is an expert in writing and editing. Supervisor, therefore, allows incumbent widest possible latitude to use own judgment and creative skills to interpret EPA programs, policies, and other initiatives of high interest for internal and external public. The incumbent works with a high degree of initiative, creativity, and professional skill. Incumbent independently plans, schedules, and executes work assignments within the framework of assigned objectives. The incumbent coordinates approaches to anticipated problems and controversies, sets deadlines, assesses progress, and keeps the supervisor informed of progress. The incumbent plans and completes written assignments, subject to established agency objectives. Completed written products are considered authoritative and are normally accepted without significant change. Supervisor reviews completed work only for its impact on and coordination with the agency's overall initiatives.

Factor 3 – Guidelines

Level 3-5; 650 pts.

Guidelines consist of laws, regulations, and directives, Agency policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. Guidelines such as agency and Government Printing Office regulations, along with previous publications, are broadly stated and nonspecific, and often require extensive interpretation. Incumbent must exercise intellectual, journalistic, and managerial judgment in decisions affecting subject matter, editorial approach, format, audience, and the economical and efficient production of each assignment. The form, content, and methods of presentation of the written products are at the discretion of the writer. The incumbent uses judgment and ingenuity in interpreting the intent of the guides that do exist, and in developing applications to specific areas of work. The incumbent is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4 – Complexity

Level 4-5; 325 pts.

The work consists of writing speeches, presentations and other documents for the Administrator, Deputy Administrator and senior management and recommending communications strategies. This includes developing new methods, strategies and communication plans covering the complete spectrum of the Agency's programs. This involves: presenting information on a wide variety of subjects using the full array of written and oral presentation formats and techniques; establishing and maintaining effective working relationships in achieving understanding with

groups indifferent to or having opposing points of view to programs and policies; and developing, from an analysis of varied and conflicting reaction from the agency's publics, recommendations on the formulation and articulation of Agency policy in communicating agency programs more effectively. Decisions regarding what needs to be done include evaluating the appropriateness of existing strategies and plans in the light of changes in program emphasis or content, including statutory or technological changes, and shifts in public reaction to or understanding of the programs. The work requires developing new ways of gathering input from a variety of individuals and groups with conflicting views and interests and developing and initiating varied approaches and strategies in communicating the Agency's objectives to groups opposed or indifferent to Agency programs.

Factor 5 - Scope and Effect

Level 5-5; 325 pts.

The purpose of the Speechwriter's work is the identification of the causes or reasons for public misunderstanding or indifference to Agency programs and policies and the development of alternative communication strategies that enable the Agency to establish and maintain mutual understanding with the general public or other specialized publics.

The work affects the successful achievement of major programs conducted by the Agency and the social and economic well-being of substantial numbers of people included in the groups affected by the continued efficient operation of these programs.

Factor 6 - Personal Contacts

Level 6-4; 110 pts.

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency stakeholders. Contacts are also with persons outside the agency which may include Members of Congress, the White House, political officials, consultants, contractors or business executives. Contacts include the Administrator and Associate Administrator for Public Affairs, Associate, Assistant and Regional Administrators, and program officials at all managerial levels.

Factor 7 - Purpose of Contacts

Level 7-d; 220 pts.

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1; 5 pts.

The work is primarily sedentary, although some light physical effort may be required.

Factor 9 - Work Environment

Level 9-1; 5 pts.

Work is typically performed in an adequately lighted and climate-controlled office.

TOTAL POINTS: 3840

GS-14 Grade Range: 3605-4050